

SURLINGHAM JOB DESCRIPTION BREAKFAST CLUB ASSISTANT

PERMANENT, PART-TIME, 5 HOURS PER WEEK, TERM-TIME ONLY

Line Manager:	Headteacher
Salary:	Point 3-4 of the Support Staff Salary Scale FTE: £24,796 - £25,185 Pro-rata: £2,807 - £2,902 including allowance for holiday pay.

THE POST

Surlingham Primary School seeks to appoint an enthusiastic and organised Breakfast Club Assistant.

The successful candidate will ensure that children attending the Breakfast Club enjoy a healthy start to the day and are therefore able to maximise their learning when lessons begin.

The candidate will also encourage and develop safe, purposeful and creative play during Breakfast Clubs, ensuring the conduct, welfare, safety and wellbeing of pupils.

The school is committed to the professional development of all staff and provides a safe and supporting environment to work in.

On appointment, the successful candidate will be required to complete a six-month probationary period.

PERSON SPECIFICATION

The personal competencies expected of all school support staff are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

JOB SPECIFICATION

General Responsibilities

The post holder will be required to comply with Surlingham Primary School's Code of Conduct for Staff and Volunteers.

Surlingham Primary school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in Surlingham Primary School's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Specific Responsibilities

Supervise the children during their time at Breakfast Club to ensure that a good atmosphere is maintained;

- To supervise pupils in designated areas (including playground or other external spaces as directed) during the Breakfast Club time period, and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
- To establish safe and proper behaviour by appropriate intervention or referral to senior staff, as appropriate.
- To supervise the movement of pupils to and from dining areas, including any personal hygiene requirements (e.g. hand washing).
- To assist pupils, where necessary, with the collection and return of trays, or other items to the service counter.
- To assist pupils, as necessary, with the proper use of cutlery, drinking facilities or other aspects of breakfast provision.
- To assist in the clearance of any spillages and the wiping down, clearing or resetting of tables, as appropriate.
- To assist in the setting up and removal of furniture, where necessary.
- To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
- To identify and report any unauthorised visitors on school premises.

HOURS OF WORK

Working weeks	Term Time only (38 weeks)
Hours per week	5
Working Day	Monday – Friday, 0745 – 0845
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD Days	Your working hours do not include the automatic requirement to work of published CPD days, but you may be required to attend mandatory training and in these cases, the additional hours may be claimed on a timesheet.
Overtime	Additional work may be required for which overtime is not paid, but time-in-lieu may be taken at agreed times.

REMUNERATION

Point 3-4 of the Support Staff Salary Scale

FTE: £24,796 - £25,185 per annum

Pro-rata: £2,807 - £2,902

The post holder will be entitled to join Surlingham Primary School's nominated pension scheme for support staff.

DRESS CODE

The post holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Wymondham College Prep School employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

REVIEW

The Job Description will be reviewed annually as part of Surlingham Primary School's Performance Management programme.